

EB BL 01/15/1998 Employee benefits in Medium and Large Private Establishments, 1995 Tables only, Chapter 2: Work schedules, paid time off, and family leave. The bulletin will be out later this year.

Table 6. Work schedule: Percent of full-time employees by hours scheduled per week and per day, (1) medium and large private establishments, 1995

Work schedule	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employees
Number (in thousands) with work schedule.....	33,374	9,366	8,105	15,903
	Percent			
Total.....	100	100	100	100
Hours per week:				
Under 35.....	2	2	1	3
35.....	4	5	5	3
Over 35 and under 37.5	1	1	1	(2)
37.5.....	5	6	7	3
Over 37.5 and under				
40.....	2	2	3	2
40.....	83	81	81	85
Over 40.....	3	3	1	3
Hours per day:				
Under 7.....	2	2	1	2
7.....	4	5	5	3
Over 7 and under 8....	7	8	11	4
8.....	83	80	82	84
Over 8 and under 9....	(2)	1	(2)	(2)
9.....	1	2	(2)	1
Over 9 and under 10...	(2)	(2)	(2)	(2)
10.....	1	1	(2)	1
Over 10.....	2	1	(2)	4

1 Work schedule data includes paid lunch and paid rest periods.

2 Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 7. Work schedule: Percent of full-time employees by type of work schedule, medium and large private establishments, 1995

Work schedule	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employees
Participants (in thousands).....	33,374	9,366	8,105	15,903

Percent

Total.....	100	100	100	100
With fixed work schedule	95	94	96	96
With flexible work schedule.....	1	2	2	(1)
With rotating work schedule.....	1	1	(1)	2
With non-fixed work schedule.....	1	2	2	1
Other.....	(1)	(1)	-	(1)
Data not available.....	1	1	1	1

1 Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 8. Paid holidays and vacations: Average number of days for full-time employees, medium and large private establishments, 1995

Item	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employees
Paid holidays.....	9.1	9.7	8.8	9.0
Paid vacation by minimum length of service requirement:(1)				
At 1 year(2).....	9.6	12.5	9.8	7.6
At 3 years.....	11.5	13.5	11.3	10.3
At 5 years.....	13.9	16.3	14.0	12.3
At 10 years.....	16.9	19.1	17.0	15.5
At 15 years.....	18.9	21.2	19.3	17.3
At 20 years.....	20.4	22.5	20.4	19.1

At 25 years.....	21.7	23.7	22.0	20.4
At 30 years(3).....	22.0	24.0	22.3	20.7

1 Employees are either granted a specific number of days after completion of the indicated length of service, or accrue days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

2 Employees receiving vacation days, but none at 1 year of service, were included only for the service periods for which they receive vacations.

3 The average (mean) was essentially the same for longer lengths of service.

NOTE: Computation of average included partial days and excluded workers with zero holidays or vacation days. Methods used to calculate the average number of paid holidays have been revised, to count partial holidays more precisely. The average holidays in this table are not comparable to those reported in the 1991 and 1993 surveys of medium and large private establishments.

Table 9. Paid holidays: Percent of full-time employees by number of paid holidays provided each year, medium and large private establishments, 1995

Number of days	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employees
Number (in thousands) with paid holidays.....	29,663	8,200	7,521	13,942
Percent				
Total with paid holidays	100	100	100	100
Less than 6 days.....	5	2	5	7
6 days.....	12	7	17	13
6.1-6.9 days.....	(1)	(1)	(1)	(1)
7 days.....	8	5	9	9
7.1-7.9 days.....	(1)	(1)	1	(1)
8 days.....	10	12	9	9
8.1-8.9 days.....	1	1	(1)	1
9 days.....	12	13	11	11
9.1-9.9 days.....	(1)	(1)	(1)	(1)
10 days.....	21	21	26	19
10.1-10.9 days.....	(1)	(1)	2	-
11 days.....	14	17	11	14
11.1-11.9 days.....	1	2	1	(1)
12 days.....	8	11	5	8
12.1-12.9 days.....	(1)	(1)	(1)	(1)

13 days.....	4	4	1	5
13.1-13.9 days.....	(1)	(1)	-	(1)
14 days.....	1	(1)	(1)	1
More than 14 days.....	2	2	1	3
Number of days not available.....	(1)	1	(1)	(1)

1 Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 10. Paid vacations: Percent of full-time employees by number of paid vacation days provided for selected periods of service, medium and large private establishments, 1995

Vacation policy	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employees
Number (in thousands) with paid vacations.....	31,914	9,038	7,999	14,876
Percent				
Total with paid vacations(1).....	100	100	100	100
Vacation days by minimum length-of-service requirement(2)				
After 1 year of service:				
Under 5 days.....	2	1	1	3
5 days.....	32	8	23	53
Over 5 and under 10 days.....	2	1	1	4
10 days.....	43	52	59	29
Over 10 and under 15 days.....	4	7	3	2
15 days.....	4	9	3	2
Over 15 and under 20 days.....	1	2	1	(3)
20 days.....	2	7	(3)	(3)
Over 20 days.....	5	10	5	3
After 3 years of service:				
Under 5 days.....	(3)	1	(3)	(3)
5 days.....	5	1	3	9

Over 5 and under 10				
days.....	3	2	1	5
10 days.....	65	52	75	68
Over 10 and under 15				
days.....	7	7	5	8
15 days.....	7	15	6	3
Over 15 and under 20				
days.....	1	2	1	1
20 days.....	3	8	2	1
Over 20 days.....	6	11	5	3

After 5 years of
service:

Under 5 days.....	(3)	(3)	0	(3)
5 days.....	1	(3)	1	2
Over 5 and under 10				
days.....	2	1	1	3
10 days.....	39	23	36	51
Over 10 and under 15				
days.....	5	6	3	6
15 days.....	34	38	45	27
Over 15 and under 20				
days.....	3	5	2	1
20 days.....	5	10	4	2
Over 20 days.....	8	15	7	3

After 10 years of
service:

Under 5 days.....	(3)	(3)	0	0
5 days.....	1	(3)	1	2
Over 5 and under 10				
days.....	1	1	(3)	2
10 days.....	8	3	5	12
Over 10 and under 15				
days.....	2	1	1	3
15 days.....	50	38	59	52
Over 15 and under 20				
days.....	6	5	3	8
20 days.....	19	29	20	13
Over 20 and under 25				
days.....	3	8	2	1
25 days.....	2	4	1	(3)
Over 25 days.....	6	10	6	3

After 15 years of
service:

5 days.....	1	(3)	1	2
Over 5 and under 10				
days.....	1	(3)	(3)	1
10 days.....	7	3	4	11
Over 10 and under 15				
days.....	1	1	1	2
15 days.....	22	14	20	28
Over 15 and under 20				
days.....	4	4	2	5
20 days.....	47	49	59	40
Over 20 and under 25				

days.....	4	8	2	2
25 days.....	3	6	3	2
Over 25 and under 30				
days.....	2	3	2	1
30 days.....	2	4	1	(3)
Over 30 days.....	4	7	4	2

After 20 years of
service:

5 days.....	1	(3)	1	2
Over 5 and under 10				
days.....	(3)	(3)	(3)	1
10 days.....	7	3	4	11
Over 10 and under 15				
days.....	1	1	(3)	2
15 days.....	12	6	14	15
Over 15 and under 20				
days.....	1	1	1	2
20 days.....	45	46	55	39
Over 20 and under 25				
days.....	5	9	3	4
25 days.....	14	15	12	15
Over 25 and under 30				
days.....	3	5	2	2
30 days.....	2	4	1	1
Over 30 days.....	5	8	5	3

After 25 years of
service:

5 days.....	1	(3)	1	2
Over 5 and under 10				
days.....	(3)	(3)	(3)	1
10 days.....	7	3	4	11
Over 10 and under 15				
days.....	1	1	(3)	2
15 days.....	12	6	14	15
Over 15 and under 20				
days.....	1	1	1	1
20 days.....	30	32	33	27
Over 20 and under 25				
days.....	4	7	3	3
25 days.....	28	29	32	26
Over 25 and under 30				
days.....	2	3	2	1
30 days.....	6	9	4	6
Over 30 days.....	5	8	5	3

After 30 years of
service(4)

5 days.....	1	(3)	1	2
Over 5 and under 10				
days.....	(3)	(3)	(3)	1
10 days.....	7	3	4	11
Over 10 and under 15				
days.....	1	1	(3)	2
15 days.....	12	6	14	15
Over 15 and under 20				

days.....	1	1	1	1
20 days.....	29	31	33	26
Over 20 and under 25				
days.....	4	7	2	3
25 days.....	25	25	29	22
Over 25 and under 30				
days.....	2	3	2	1
30 days.....	10	14	7	9
Over 30 days.....	6	8	7	4
Vacation policy not				
available.....	2	2	1	3

1 Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length-of-service up to the service period at which they become eligible for vacations.

2 Employees either are granted a specific number of days after completion of the indicated length-of-service, or accrue days during the next 12 month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

3 Less than 0.5 percent.

4 Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 11. Paid vacations: Percent of full-time employees by length of service required to take vacation, medium and large private establishments, 1995

Length-of-service requirement	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employees
Number (in thousands) with paid vacations.....	31,914	9,038	7,999	14,876
Percent				
Total with paid vacations.	100	100	100	100
With service requirement	88	81	91	89
1 month.....	10	18	7	6
2 months.....	1	2	1	1
3 months.....	7	7	11	5
4-5 months.....	1	2	1	(1)
6 months.....	23	27	31	17

7-11 months.....	1	(1)	(1)	1
1 year.....	45	26	39	59
Over 1 year.....	(1)	(1)	1	(1)
Without service requirement.....	12	18	8	10
Service requirement not determinable.....	1	1	1	1
1 Less than 0.5 percent.				

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 12. Paid vacations: Percent of full-time employees by unused vacation policy, medium and large private establishments, 1995

Type of plan	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Produc- tion and service employees
Number (in thousands) with paid vacations.....	31,914	9,038	7,999	14,876
Percent				
Total with paid vacations.	100	100	100	100
Carryover only.....	24	39	28	13
Cash-in only.....	11	6	6	18
Carryover and cash-in...	11	17	9	8
Unused benefit lost.....	49	35	53	56
Data not available.....	5	4	4	6

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 13. Paid vacations: Average number of days for full-time employees by carryover and cash-in provisions, medium and large private establishments, 1995

Paid vacation by minimum length of service caryover requirement(1) or	All plans	Carryover, cash-in,	Carryover only	Cash-in only	Carryover and cash-in	No
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		or both				
cash-in						
All employees						
8.2	After 1 year(2).....	9.6	11.2	11.4	7.2	15.0
10.4	After 3 years.....	11.5	12.8	12.6	9.9	16.3
12.5	After 5 years.....	13.9	15.5	15.4	12.4	19.1
15.4	After 10 years.....	16.9	18.6	18.5	15.7	22.1
17.3	After 15 years.....	18.9	20.8	20.7	17.9	23.9
18.9	After 20 years.....	20.4	22.1	22.0	19.6	25.3
20.4	After 25 years.....	21.7	23.3	23.3	20.6	26.1
20.7	After 30 years(3)...	22.0	23.6	23.7	20.8	26.4

1 Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next 12 month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

2 Employees receiving vacation days, but none at 1 year of service, were included only for the service periods for which they receive vacations.

3 The average (mean) was essentially the same for longer lengths of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 14. Paid personal leave: Percent of employees by number of paid personal leave days available per year, medium and large private establishments, 1995

Number of days	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and service employ- ees
Number (in thousands) with paid personal leave....	7,372	2,253	2,753	2,366

Percent

Total with paid personal

leave.....	100	100	100	100
1 day.....	16	16	12	21
2 days.....	34	22	45	33
3 days.....	17	18	15	17
4 days.....	11	13	10	9
5 days.....	10	14	6	10
More than 5 days.....	8	11	7	7
No maximum specified(1).	3	4	2	3
Number of days not available.....	1	1	2	1

Average

Average days per year....	3.3	3.9	3.0	3.2
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1 Personal leave provided as needed.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 15. Paid funeral leave: Percent of employees by number of paid funeral leave days available per occurrence, medium and large private establishments, 1995

Number of days	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and ser- vice em- ployees
Number (in thousands) with paid funeral leave.....	26,715	7,814	6,927	11,974

Percent

	100	100	100	100
Total with paid funeral leave				
1 day.....	1	(1)	(1)	1
2 days.....	3	1	1	5
3 days.....	71	65	71	73
4 days.....	2	2	3	2
5 days.....	15	22	16	11
More than 5 days.....	(1)	(1)	1	(1)
No maximum specified(2).....	5	6	6	4
Number of days not available.....	3	3	2	3

Number of days varies

by relationship to deceased(3).....	31	33	35	29
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Average

Average days per occurrence.....	3.3	3.5	3.4	3.2
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1 Less than 0.5 percent.

2 Funeral leave is provided as needed.

3 The maximum number of days for any occurrence was included in the distribution of funeral leave days.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 16. Paid jury-duty leave: Percent of employees by number of paid jury-duty leave days available per occurrence, medium and large private establishments, 1995

Number of days	All employees	Profes- sional, techni- cal, and related employees	Clerical and sales employees	Blue- collar and ser- vice em- ployees
Number (in thousands) with paid jury-duty leave...	28,354	8,566	7,250	12,537

Percent

Total.....	100	100	100	100
Under 10 days.....	2	2	1	3
10 days.....	8	6	8	9
11 - 19 days.....	2	3	1	1
20 days.....	1	1	1	1
21 days.....	(1)	(1)	(1)	-
22 - 30 days.....	4	3	3	5
More than 30 days.....	1	1	(1)	2
No maximum specified(2).	81	82	85	79
Number of days not available.....	(1)	1	(1)	(1)

1 Less than 0.5 percent.

2 Jury-duty leave is provided as needed.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 17. Paid military leave: Percent of employees by number of paid military leave days available per year, medium and large private establishments, 1995

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number (in thousands) with paid military leave....	14,807	5,543	3,674	5,590
Percent				
Total.....	100	100	100	100
Under 10 days.....	2	2	2	1
10 days.....	51	50	52	51
11-14 days.....	5	6	5	3
15 days.....	9	6	6	14
16 - 19 days.....	2	2	5	1
20 days.....	2	2	2	3
21 - 29 days.....	2	3	1	2
30 days.....	2	3	2	2
More than 30 days.....	3	6	2	1
No maximum specified(1).....	21	20	23	21
Number of days not available.....	1	1	(2)	1
Average				
Average days per year.....	14.7	17.3	14.1	12.6

1 Military leave is provided as needed.

2 Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.

Table 18. Unpaid family leave(1): Percent of employees by duration of benefits, medium and large private establishments, 1995

Duration	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
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Number (in thousands) with unpaid family leave	28,033	8,315	6,955	12,763
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Percent

Total with unpaid family leave.....	100	100	100	100
Under 12 weeks..	1	1	1	1
12 weeks.....	86	82	82	91
Over 12 weeks...	13	17	17	8

Average

Average weeks.....	13.9	14.5	14.5	13.2
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1 The maximum number of weeks available was included in the distribution of unpaid family leave weeks.

NOTE: Because of rounding, sums of individual items may not equal totals. Where applicable, dash indicates no employees in this category.